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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

DATE: 6 June 1949

25X1A9aFROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Division during the month of May, 1949.

Volume:

- | | |
|--|--------------------------|
| a. Requests for services on hand prior to May | 11 |
| b. Requests for services received during May | 246 |
| c. 1. Orders submitted to PBA chargeable to quarterly encumbrance | 148 |
| 2. Special orders submitted to PBA not chargeable to quarterly encumbrance \$6,385.00 | 11 |
| 3. Orders submitted to PBA nonreimbursable | 76 |
| d. Requests for services on hand May 31 | 38 |
| e. Space moves during May | 15 |
| Total personnel moved | 246 |
| Equipment moves | 19 |
| Man hours worked by PBA | 1135 |
| Estimated cost | \$1655.60 |
| f. Reimbursement to PBA for regular assigned laborers to warehouse. 3836 man hours | Estimated cost \$5370.40 |
| g. Protective Services (PBA Guards) | |
| Reimbursable Posts - Cost \$25,783.00 | 68 |
| Non-reimbursable Posts | 25 |
| h. Monies paid to PBA during month of May | |
| PBA Guards | \$28641.13 |
| PBA Laborers and trucks | ----- |
| Alteration and Installations | 4949.49 |
| Miscellaneous | ----- |
| i. Problems: It should be noted that the production of this Office exceeds any previous months work hereto, hence, it should be also realized that the P.B.A. is behind schedule in the completion of the various projects as requested. | |

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